

DEPARTMENT OF THE YOUTH AUTHORITY

4241 Williamsborough Drive
Sacramento, California 95823
Telephone (916) 262-1467



December 1, 1998

To: County Probation Departments
County Offices of Education
Licensed Medical Facilities
Licensed Health Clinics

I am pleased to announce that the 1998-99 California Youth Authority (CYA) budget includes \$480,000 for grants for four Tattoo Removal Programs. In September 1998, Senate Bill 1700 (Hayden) was enacted, which requires the CYA to purchase or lease four laser tattoo removal machines and maintenance agreements. After a competitive bid process, a machine will be placed in Fresno, Orange and San Diego Counties. The fourth machine will be placed in Los Angeles County at the site that ranked second in the 1998 competitive bidding process. After the machines and maintenance agreements are purchased, and California Youth Authority administrative costs are deducted, the remaining funds will be used to compensate, in conjunction with pro bono services, licensed health care professionals who provide tattoo removal services.

County probation departments, education institutions, licensed medical facilities, and licensed health clinics are eligible to apply. The grant will provide funds to establish and provide tattoo removal services for at-risk youth in the designated counties. The grant recipients are encouraged to establish partnerships that involve a collaboration of law enforcement, delinquency prevention agencies, local educators, and licensed health care professionals to identify community youth in need of this service. Preference may be given to applicants who encourage candidates, in exchange for free tattoo removal services, to be involved in positive activities such as employment, school, vocational training, or community service.

The grant recipients will be required to collect and report program data to the CYA. The following is the timeline for the grant awards:

- Release Request for Proposals December 1, 1998
- Proposals Due to the Youth Authority January 29, 1999
- Grant Awards Announced March 1, 1999

- Last Day to Appeal the Awards March 8, 1999
- Project Start Date April 1, 1999

December 1, 1998

Page 2

Enclosed is a Request for Proposals packet. The proposal packet is also available on the California Youth Authority's web page (<http://www.ca.cya.gov>). Proposals must be received in CYA's Headquarters at the address shown below by 5:00 p.m. on January 29, 1999. Proposals received after 5:00 p.m. **will not** be considered. **Electronic Mail or Fax copies will not** be accepted. Proposals must be mailed or hand-delivered to:

Milton Braswell, Project Director
California Youth Authority
Office of Prevention and Victims Services
4241 Williamsborough Drive, Suite 214
Sacramento, CA 95823-2088

The enclosed Request for Proposals provides information that will assist you in preparing an application. If, after reading this material, you have any questions or need technical assistance we request that you put your questions in writing and fax them to Milton Braswell, Project Director, at (916) 262-1181, or you may call Mr. Braswell at (925) 737-1956.

Sincerely,

Francisco J. Alarcon
Director

Enclosures

TATTOO REMOVAL PROGRAM
REQUEST FOR PROPOSALS
DECEMBER 1998

I. INTRODUCTION

The California Youth Authority (CYA) is inviting proposals for four Tattoo Removal Program grants. SB 1700 (Hayden) appropriated \$480,000 to CYA to purchase four laser tattoo removal machines and place them in specified counties. After the machines are purchased, approximately \$176,000 will be awarded for four grants to compensate, in conjunction with pro bono services, licensed health care professionals who provide tattoo removal services, tattoo removal support services, administrative material, other cost necessary for the provision of tattoo removals and CYA administrative cost. One machine and one grant will be awarded in Fresno County, Los Angeles County, Orange County, and San Diego County. The grant cycle will begin April 1, 1999 and continue through March 31, 2000. There is no assurance of grants beyond March 31, 2000.

II. BACKGROUND/HISTORY

There are several successful tattoo removal programs throughout the State of California. The objective of tattoo removal programs is to enhance employment and educational access for at-risk youth. By removing these tattoos and facilitating activities long proven to be cornerstones of productive citizens, public safety will be enhanced. In exchange for removing tattoos, some programs require that the youth be involved in constructive activities such as school, employment, vocational training, community service activities, or on-going support groups.

In 1997, SB 526 (Hayden) authorized the CYA to operate two such programs, for at-risk youth in Los Angeles County and one of five designated San Francisco Bay area counties. Through a competitive bid process, programs were awarded to the Hollywood Sunset Free Clinic and San Francisco General Hospital. Additionally, the CYA operates three tattoo removal programs for offenders in its institutions and two programs for parolees assigned to a Southern California and a Northern California parole office.

III. APPLICATION INFORMATION

A. Eligible Applicants

County probation departments, educational institutions, licensed medical facilities, and licensed health clinics located in Fresno, Orange and San Diego Counties may apply for these grants. Applicants must establish a partnership with community based organizations to screen youth who are in need of the services. Health clinics and medical facilities must be licensed to practice in the State of California.

The CYA may permit a grant recipient to use the machine for other private patients when it is not being used for program participants provided the health facility or health care professional donates pro bono services. Tattoo removal procedures must be performed by licensed health professionals.

B. Use of Funds

The funds that remain after the purchase of the tattoo removal machines, maintenance agreements and CYA administrative costs will be divided between the four programs that are selected. These funds must be used to compensate (in conjunction with pro bono services) licensed health care professionals who operate the equipment, tattoo removal support services, administrative material, other costs necessary for the provision of tattoo removals or for supplies related to the services.

As required by the enabling legislation, at least 200 tattoo removals shall be performed at each tattoo removal site in its first year of operation. A male candidate for tattoo removal shall have a tattoo on his lower arm, hand, neck, or head. A female candidate shall have a tattoo that would be visible in a professional work environment. To be eligible for participation, the presence of the tattoo must be deemed to present a threat to the personal safety of, or an obstacle to the employability of, the candidate.

Priority shall be given to candidates who have a job offer that is contingent upon removal of the tattoo. Applicants are also encouraged to give priority to CYA parolees. Parental consent is required before the tattoo of any person under 18 years of age is removed. Preference may be given to programs in communities that have high levels of gang activity.

C. Funding Cycle

Programs will begin April 1, 1999 and continue through March 31, 2000.

D. Matching Fund Requirement

There are no matching fund requirements.

E. Continued Funding

These are one year grants. There is no assurance of future funding.

F. Grant Award Process

The grants will be awarded on a competitive basis. All applications received by the due date will be reviewed by CYA staff for technical compliance to all specific requirements listed in this Request for Proposal. All applications that comply with technical requirements will be rated and given a score pursuant to Section V of this Request for Proposals (pages 4 and 5). The highest scoring applications from Fresno, Orange, and San Diego County will receive a machine and be awarded a grant. The Los Angeles machine will be placed with the site that ranked second in the competitive bidding process provided by Senate Bill 526 of the 1997-98 Regular Session.

A notice of intent to award the grant will be made by March 1, 1999. The successful applicants will be notified by mail. The CYA reserves the right to negotiate the budget and scope of work and not to award grant funds if negotiations are unsuccessful. If a successful

applicant fails to finalize the grant award, the CYA reserves the right to fund another applicant.

G. Appeals Process

Protests to the grant award must be filed within five (5) working days after the notice of intent to award. Only those applicants that submitted an application may protest the grant award. Protests shall be limited to the grounds that the CYA failed to apply correctly the standards for reviewing the format requirements or evaluating the applications as specified in this Request for Proposals. The protesting applicant(s) must file a full and complete written appeal including the issue(s) in dispute, the basis for the protester's position, and the remedy sought. Written appeals must be addressed to:

Sharon J. English, Deputy Director
Department of the Youth Authority
Office of Prevention and Victims Services
4241 Williamsborough Drive, Suite 214
Sacramento, CA 95823-2088

The CYA may hold appeal hearings, if necessary, to render a decision. The CYA's decision shall be the final administrative action afforded the protester.

H. Terms of the Grant Award

Grantees are subject to specific administrative, fiscal, and programmatic requirements. These requirements are necessary to ensure grant compliance. Each grantee will be required to do the following:

1. Submit Quarterly Fiscal Reports and Reimbursement Requests

Grantees are required to submit quarterly fiscal reports to the CYA for all expenses incurred relating to the program. The funded program must retain source documents that substantiate the information reported. Grant funds will be paid quarterly in arrears.

2. Submit Progress Reports

Grantees will be required to submit reports to provide an update on the progress toward achieving program goals and outcomes. The first two progress reports will be due September 7, 1999 and February 1, 2000. Additional reports may be required and will be determined with the individual programs.

3. Project Review

The CYA will conduct periodic fiscal and programmatic reviews. Grantees are required to maintain books, records, documents, and other evidence of accounting procedures and practices sufficient to properly reflect all costs incurred with maintenance and evaluation of the program's performance.

IV. APPLICATION INSTRUCTIONS

PLEASE READ THIS APPLICATION COMPLETELY BEFORE YOU BEGIN WRITING.

All applicants must follow the instructions provided here and in the Application Attachment Instructions on pages 5 and 6. Please complete all sections and attachments.

- Applications must be received in the CYA Headquarters office at the address given below **no later than 5:00 p.m.**, January 29, 1999. **Electronic mail or FAX copies of applications will not be accepted.** If an application or participation of collaborative partners must be approved by a county board of supervisors, city council, board of education, board of directors or other governing body, evidence of that body's approval must be submitted no later than 45 days after the grants are awarded.
- One signed original and four (4) copies of the application must be mailed or hand-delivered to:

Milton Braswell, Project Director
California Department of the Youth Authority
Office of Prevention & Victims Services
4241 Williamsborough Drive, Suite 214
Sacramento, CA 95823-2088

APPLICATIONS MUST BE COMPLETE AND FOLLOW THE FOLLOWING FORMAT:

- Applications must be single-sided, double spaced, and submitted on standard white 8 1/2 inch x 11 inch paper.
- All margins must be a minimum of one inch.
- Font size is restricted to 12 point font.
- Please number the project narrative and budget pages.
- Program narrative cannot exceed 10 pages.
- Staple the application together for submission. Please do not attach brochures or other presentation aids.

CYA staff will not be responsible for notifying the applicant of any missing items or for adding any late submission of application parts.

V. Program Narrative (maximum 10 pages of narrative - total 200 points)

The program narrative is the main body of information that describes the applicant, the need for funding, and the plan for a Tattoo Removal Program with appropriate and achievable goals and activities. The program narrative should provide a detailed description of the program, how it is designed, how it will be implemented, who will be involved, and what results are expected.

When preparing the program narrative section, address each of the areas listed in the following sequence:

A. Documentation of Need (maximum 60 points)

Describe the following information:

- Demographic information on population to be served.
- Any multi-cultural issues that exist.
- Geographic boundaries.
- Area total population.
- Juvenile population
- Crime and delinquency statistics of the program area
- The level of gang activity in the targeted area.

B. Program Description (maximum 40 points)

Provide information on the plan to address the identified need(s). This information should include:

- The applicant's capability to implement the project.

- The applicant's plan to assure maximum access to the laser machine location.
- The applicant's plan to solicit pro bono services from licensed health facilities or health clinics for tattoo removal.
- A description of the plan to address the identified needs.

Applicants should consider adopting the types of program activities used in the Hollywood Sunset Free Clinic, Tattoo Removal Program, if they are appropriate to the target population and area; however, other activities may be chosen. Proposed program activities should demonstrate a likelihood that candidates will obtain gainful employment and participate in some type of positive community activity. Information about the Hollywood Sunset Free Clinic, Tattoo Removal Program can be obtained by calling Felix Racelis at (323) 660-7959.

C. Expected Program Outcomes (maximum 40 points)

Describe the following:

- The number of tattoos that will be removed by April 1, 2000.
- The number of youth served and how many will become employed as a result of the tattoo removal program.
- The number and type of program activities intended to increase the likelihood of employment for the youth served.
- The number and type of positive activities such as school, employment, and community service, that the youth will be involved in.

D. Budget Narrative (maximum 20 points)

Describe, in narrative form, each expenditure listed in the program budget. Explain whether the professional health care services using grant funds will be provided by employees of the applicant or by contract. Describe who will provide pro bono services and the number of hours and the hourly rate of the donated services.

E. Program Resources and Collaborations (maximum 40 points)

Describe the following:

- The name and type of community based organizations that will screen and refer tattoo removal candidates.
- The role of any other agencies or services that will support the implementation and continuation of the program beyond the available funding, pursuant to Senate Bill 1700.

VI. PROCESSING GRANT AWARDS

The Application will be rated by teams of CYA staff and community members who have knowledge of tattoo removal services. Upon selection of the funded projects, the CYA will prepare a contract between the applicant agencies and the CYA. The applicant may not incur costs against the grant before the effective date of the contract.

VII. APPLICATION ATTACHMENT INSTRUCTIONS

Completed application attachments provide required information and, when compiled, become the grant application packet the applicant submits to the CYA.

A. Grant Application Summary Sheet (Attachment A)

The person authorized to sign on behalf of the applicant agency must prepare and sign the Grant Application Summary Sheet. An original signature must appear on at least one copy.

The summary provides an overview of the application. The information in the Program Summary Sheet must correspond to the information provided in the Program Narrative and the budget. The one page summary is not counted as part of the 10 page Program Narrative limit.

B. Program Budget (Attachment B)

C. Program Narrative (Provided by applicant)

D. Grant Award Assurances (Attachment C)

The application must include the Grant Award Assurances Signature Form in order to be considered for funding.

E. Drug-Free Workplace Certification (Attachment D)

All grantees receiving grant funds must certify compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The application must include the enclosed Drug-Free Workplace Certification Form signed by the person authorized to sign on behalf of the agency.

F. Evidence of Incorporation Under California Laws (if the applicant is a community-based organization) (Provided by applicant)

[illegible]

**TATTOO REMOVAL PROGRAM
BUDGET**

Grant Funds

Services

Health Care Professionals (list by title)

Number of hours x hourly rate = Amount

Total Services _____

Supplies (may not exceed 5% of total grant award)

List by type of item - unit cost x quantity

Total Supplies _____

TOTAL GRANT FUNDS _____

Pro Bono Services

Health Care Professionals (list by title)

Number of hours x hourly rate = Amount

TOTAL PRO BONO SERVICES _____

TATTOO REMOVAL PROGRAM

GRANT AWARD ASSURANCES

NOTE: This form must be signed and included in the application packet.

If funded, I certify that this project will comply with the following requirements:

- Funding shall be expended exclusively for the implementation of the Tattoo Removal Program.
- The applicant will comply with the terms of the grant award contract developed by the Youth Authority.
- The applicant agrees to keep records and provide information to the Youth Authority as may be reasonably required for fiscal audit and program evaluation.
- If the Youth Authority determines the applicant has defaulted on implementing the application's proposed activities without the Youth Authority's prior approval, the Youth Authority reserves the right to cancel the grant and bill the applicant for inappropriately spent funds.

Signature

Date

Title

Agency

DRUG-FREE WORKPLACE CERTIFICATION

COMPANY/ORGANIZATION

The contractor or grant recipient named above hereby certifies compliance with Government Code Section 8355 in matters relating to providing a drug-free workplace. The above named contractor or grant recipient will:

1. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
2. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b) to inform employees about all of the following:
 - (a) The dangers of drug abuse in the workplace,
 - (b) The person's or organization's policy of maintaining a drug-free workplace,
 - (c) Any available counseling, rehabilitation, and employee assistance programs, and
 - (d) Penalties that may be imposed upon employees for drug abuse violations.
3. Provide as required by Government Code Section 8355(c) that every employee who works on the proposed contract or grant:
 - (a) Will receive a copy of the company's drug-free policy statement, and
 - (b) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the contractor or grant recipient to the above described certification. I am fully aware that this certification, executed on the date and in the county named below, is made under penalty of perjury under the laws of the State of California.

OFFICIAL'S NAME

DATE EXECUTED

EXECUTED IN THE COUNTY OF

CONTRACTOR or GRANT RECIPIENT SIGNATURE

TITLE

FEDERAL I.D. NUMBER